



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 03-10-024E	OPENING DATE: 07-14-10	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: Deputy Director JS-301-CEMS (\$131,300-\$158,587)	TYPE OF APPOINTMENT: Excepted Court Executive Managers	SALARY: \$131,300 - \$158,587 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Capital Projects and Facilities Management	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

Applicants who have previously applied for this position are still under consideration and need not re-apply

BRIEF DESCRIPTION OF DUTIES: Incumbent serves as Deputy Director to the Director of the Capital Projects and Facilities Management Division, and assists in directing the day-to-day work activities of the division, including capital projects project management, procurement and contracts, construction and facilities planning, and building operations. Directs administrative activities involved in the initiation, planning and execution of capital project related programs and policies, including enterprise facility planning, organizing, staffing, and procurement and contracting. Recommends operational policies, practices and procedures to enhance the overall effectiveness and efficiency of the division. Supervises the Project Management and Building Operations Branches, providing direction and general technical and administrative oversight to reporting staff. Approves individual performance plans, conducts performance evaluations, and recommends disciplinary actions. Assists in preparation of division operating and capital budgets, develops and prepares budget justifications and cost estimates, and monitors actual performance/expenditures. Interfaces with outside consultants, architects and engineers in developing appropriate programs, and consults with other senior management officials to make policy recommendations to the Executive Officer and the Joint Committee on Judicial Administration. Carries out special projects, and serves as division representative in certain meetings and on certain committees regarding capital projects, facilities and building operations. Incumbent is expected to be "on call" 24 hours per day, seven days per week.

MINIMUM QUALIFICATIONS: A bachelor's degree in architecture, civil engineering, project management, contracts and procurement or a related field; plus six (6) years of experience in initiating, planning, administering and executing capital projects and facilities management, including at least five (5) years at a supervisory or management level. An advanced degree in a related field can be substituted for up to two years of required non-managerial experience. Functional certifications from NCMA and/or PMI will also be considered. **Documentation of education must be submitted with your application, or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond to each one of the ranking factors will disqualify you from further consideration.**

1. Ability to communicate capital projects and facilities management advice and counsel, orally and in writing, and to establish and maintain effective working relationships with a wide variety of personnel such as judges, court managers, contractors, architects, engineers, U.S. congressional staffs and second-party reviewing agencies, in order to identify issues and develop solutions.
2. Ability to select, train, supervise, advise, manage and evaluate staff in the performance of capital projects/facilities management functions.
3. Experience in making functional, policy, operating and capital budget, and administrative decisions, based on skills in strategic and tactical organizational planning.
4. Knowledge of concepts and procedures of project management, financial management, and procurement, as well as the federal budget process, GSA financial control systems, and operational controls.
5. Knowledge of building management principles, concepts and practices, as well as building tenants and customer agencies' needs, requirements and customer satisfaction drivers to operate, maintain and manage real property assets.
6. Knowledge of operations of small business contractors, contract law, and procurement methods used to obtain professional services, professional A/E practices and trends, SBA programs and procedures, and negotiation techniques.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Supplemental Application Form:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; FAX to (202)879-4212; email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.